

Job Description

Insurance and Procurement Coordinator

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July 2026



Position title: Insurance and Procurement Coordinator

Department: Corporate and Community Services

Reports to: Finance Officer

Position Summary

Under the guidance and direction of the Finance Officer, the Insurance and Procurement Coordinator works in accordance with provincial legislation and County-specific bylaws and policies to support the County's risk management, procurement, purchasing, and project financial tracking functions.

This position administers insurance coverages, coordinates insurance records/claims support, manages purchasing and procurement processes in accordance with policy and applicable trade agreement requirements, and supports accurate project costing, reporting, and budget monitoring. The role works closely with departments to ensure purchases, contracts, claims, and project costs are managed accurately, transparently, and in line with approved policies.

Further to this, the Coordinator may be called upon to provide input into operational and budget planning and support other administrative duties as required. Workload may increase during insurance renewals, budget preparation, procurement deadlines, year-end reporting, and major project activity.

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the County of St. Paul No. 19 (the County) acting reasonably to meet the business, community, and/or regulatory needs of the organization.

Key Responsibilities

Insurance Administration (50%)

- Maintain accurate records of all municipal assets, including buildings, equipment/fleet, to support appropriate insurance coverage and the annual renewal process through Rural Municipalities Association (RMA) Insurance or other firms as required.
- Manage the filing and tracking of insurance claims and act as the primary liaison between municipal departments, RMA Insurance, brokers, adjusters, and insurers. Conduct periodic risk assessments and support compliance with applicable municipal insurance standards and coverage requirements.
- Support community groups and partner organizations requesting ANI status by coordinating required documentation and confirming eligibility and coverage requirements

Procurement and Purchasing Support (20%)

- Assist in the preparation of bid documents, Requests for Proposals (RFPs), and tender packages.
- Support competitive procurement processes, including timelines, vendor communications, addenda, submission tracking, and documentation of procurement decisions.



- Coordinate the publication of tenders and facilitate the bid opening and evaluation process. Ensure all procurement activities comply with the Municipal Government Act (MGA), trade agreement requirements, and County policies.
- Maintain comprehensive procurement files and vendor databases, contract documentation, certificates of insurance, and related purchasing records.
- Administer purchasing activities, including purchase requisitions, purchase orders, vendor quotes, invoice matching, and documentation to support transparent and policy-compliant purchasing decisions.
- Follow approved procurement and purchasing policies, procedures, and internal controls, and provide practical feedback to support policy updates, process improvements, and alignment with municipal best practices.

Project Costing and Financial Tracking (20%)

- Review project costs against approved budgets, including labor, materials, equipment, contracted services, purchase orders, invoices, and other project-related expenditures.
- Prepare project costing summaries and reports to support budget monitoring, grant reporting, forecasting, and management/Council decision-making.
- Support year-end processes such as project accruals, carry-forward balances, grant reporting, and capital asset documentation.
- Work with project leads to improve consistency in project tracking, documentation, and reporting processes.

General Administration (10%)

- Provide clerical support to municipal leadership, including drafting reports and correspondence and maintaining sensitive records. Track contract compliance, renewals and service agreements.
- Provide guidance to staff on purchasing procedures, coding requirements, insurance documentation, and project costing processes.
- Apply relevant municipal policies, procedures, and administrative standards in day-to-day work, and provide observations or recommendations to help strengthen policy clarity, compliance, and operational best practices.
- Provide backup support to Finance and Administration functions as required.

Reporting Relationships

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the County acting to meet the business, community, and/or regulatory needs of the organization.

Direct reports:

- none



Knowledge, Skills, Abilities

- The following are required in this position:
 - Training, certification, or direct experience related to insurance, risk management, procurement, supply chain management, accounting, or project administration.
 - 2–3 years of experience in an administrative role, ideally within a public sector or rural municipal environment, and experience using ERP or financial management software.
 - Exceptional attention to detail, strong organizational abilities, and proficiency in Microsoft Office Suite, specifically Excel.
 - Ability to maintain strict confidentiality and professionalism when managing sensitive information.
 - Familiarity with Alberta municipal operations, basic insurance principles, procurement and capital project tracking, grant-funded projects, or infrastructure-related costing.
 - Ability to manage multiple deadlines, files, and priorities.
 - Clear written and verbal communication skills, including the ability to explain procedures to staff and vendors.
 - Analytical & critical thinking skills and the ability to identify discrepancies, follow up on missing information, and recommend practical solutions.
 - Ability to work independently while maintaining effective working relationships across departments.
 - Commitment to accountability, transparency, public service, and responsible stewardship of public funds.
 - Class 5 driver's license with a clean driving record.

An equivalent combination of experience and education may be considered

Working Environment, Physical Conditions and Capabilities

- This position is primarily office-based.
- Involves frequent extended periods sitting for computer work, document review, internal coordination, and communication with vendors, insurers, and department staff.
- Occasional field work may occur to inspect facilities.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

